



If you have never logged into PeopleSoft Employee Self-Service, you will need to contact the OMES Service Desk by [email](#) or 405-521-2444 for a temporary password.

Once you have access, follow the steps below to update your preferred contact information:

- Go to corehr.ok.gov in a web browser. Enter your employee or user ID (for DHS employees) and your password. Click **Sign In**.

ORACLE
PEOPLESOFT ENTERPRISE

User ID:
Password:

Sign In

[Forgot your password?](#)

- Navigate to the menu on the left and select **Self Service**.



- Under the Personal Information section, select **Phone Numbers**.



- Enter your primary work number (desk phone or cell phone) in the **Business telephone** field. Ensure the checkbox is selected under the **Preferred** heading so this number will be displayed correctly in Office 365.
 - If you have a secondary state-owned device, enter that in the **Mobile** section.
 - If you enter your personal cell phone number in the Mobile field, please note that it colleagues **will** be able to view it in O365.
- Click the **Save** button to ensure the correct business phone number is on file.

Phone Numbers

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Business	<input type="text" value="555/555-555"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Mobile	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>

* Required Field